



ATTACHMENT C

Technology Governance Board Bylaws

DRAFT

ARTICLE 1. NAME

The name of this Board shall be the Technology Governance Board, hereafter referred to as the TGB.

ARTICLE 2. PURPOSE

The TGB acts as a governing and advisory board to ensure decision-making related to Executive Branch information technology projects, goods, and services is based on business drivers in support of customer requirements.

In its capacity as a governing board, the TGB will work to achieve a standardization of Executive Branch information technology and ensure the expenditures on information technology projects, goods, and services provide effective and efficient quality service that benefits customer departments and the citizens they serve.

More specifically, the TGB shall:

1. Annually prepare a report to the Governor, the Department of Management, and the General Assembly regarding the total spending on technology for the previous fiscal year, the total amount appropriated for the current fiscal year, an estimate of the amount to be requested for the succeeding fiscal year for all agencies, a five-year projection of technology cost savings, an accounting of the level of technology cost savings for the current fiscal year and a comparison of the level of technology cost savings for the current fiscal year with that of the previous fiscal year.
2. Work with the Department of Management and the State Accounting Enterprise to maintain the relevancy of the central budget, proprietary control accounts, and special funds to information technology.
3. Develop and approve administrative rules governing the activities of the board.
4. In conjunction with the Department of Administrative Services (DAS), develop and adopt information technology standards applicable to all Executive Branch agencies pursuant to Iowa Code §8A.206.
5. Make recommendations to DAS regarding technology utility services to be implemented by DAS or other agencies.
6. Develop a plan and process to make recommendations to DAS for improvements to information technology service levels and modifications to the business continuity plan for information technology operations for agencies developed by the DAS pursuant to Iowa Code §8A.202, and to maximize the value of information technology investments by the state.



7. Make recommendations to DAS regarding technology initiatives for the Executive Branch.
8. Review and approve the recommendations of the IOWAccess Advisory Council regarding rates to be charged for access to and for value-added services performed through, lowAccess pursuant to Iowa Code §8A.221 and report the establishment of a new rate of change in the level of an existing rate to DAS.
9. Designate advisory groups as appropriate to assist the board.
10. Develop and adopt an executive branch strategic technology plan.
11. Annually review technology operating expenses and capital investment budgets of agencies by October 1 for the following fiscal year, and develop technology costs savings projections, accountings, and comparisons.
12. Quarterly review requested modifications to budgets of agencies due to funding changes.
13. Review and approve all requests for proposals prior to issuance for all information technology devices, hardware acquisition, information technology services, software development projects, and information technology outsourcing for agencies that exceed the greater of a total cost of fifty thousand dollars or a total involvement of seven hundred fifty agency staff hours.
14. Direct the formation of DAS teams to address cost-savings initiatives, including consolidation of information technology and related functions among agencies.
15. Develop rules, processes, and procedures for implementation of aggregate purchasing among agencies.
16. Advise DAS leadership on related issues as requested.

ARTICLE 3. GUIDING PRINCIPLES

The TGB members will:

1. Conduct themselves as professionals;
2. Treat each other respectfully;
3. Work to develop mutual trust;
4. Practice active listening;
5. Openly share opinions and expertise;
6. Work for the common good of the State of Iowa;
7. Strive for quality decisions within timeframes provided;
8. Consider the needs of the customer first;
9. Evaluate the Board's effectiveness;
10. Provide DAS information on all data collected; and
11. Use Roberts Rules of Order (Revised).



ARTICLE 4. MEMBERSHIP

Section 1. The TGB is composed of ten members as follows:

- (1) The Director.
- (2) The Director of the department of management, or the Director's designee.
- (3) Eight members appointed by the Governor as follows:
 - (a) Three representatives from large agencies.
 - (b) Two representatives from medium-sized agencies.
 - (c) One representative from a small agency.
 - (d) Two public members who are knowledgeable and have experience in information technology matters.

Section 2. Members appointed pursuant to Section 1, subsection (3), shall serve two-year staggered terms. The department shall provide, by rule, for the commencement of the term of membership for the non-public members. The terms of the public members shall be staggered at the discretion of the Governor.

Section 3. Sections 69.16, 69.16A, and 69.19 shall apply to the public members of the board. Public members appointed by the Governor are subject to senate confirmation and may be eligible to receive compensation as provided in section 7E.6. Members shall be reimbursed for actual and necessary expenses incurred in performance of the members' duties.

Section 4. A Director, Deputy Director, or Chief Financial Officer of an agency is preferred as an appointed representative for each of the agency categories of membership pursuant to paragraph Section 1, subsection (3).

Section 5. Substitutes for absent members will not be allowed. Members may attend by telephone or other electronic means. Designated alternates, other than for representation from the Department of Management, will not be allowed.

Section 6. Members can participate in voting if they are present at the meeting or attending the meeting by phone or by other electronic means.

Section 7. Each member is expected to attend and actively participate in meetings.

Section 8. The DAS Information Technology Enterprise shall provide a staff person to take notes at the meetings and produce minutes that will be distributed to all members.

ARTICLE 5. OFFICERS AND STAFF

Section 1. The Director shall serve as the permanent chair of the board. The TGB annually shall elect a vice chair from among the members of the board, by majority vote, to serve a one-year term.

ARTICLE 6. DUTIES OF OFFICERS

Section 1. The chairperson shall preside at all meetings of the TGB.



Section 2. The vice chairperson will assist the chairperson in the discharge of the chairperson's duties as requested and, in the absence or inability of the chairperson to act, shall perform the chairperson's duties.

ARTICLE 7. COMMITTEES

Section 1. Chair may authorize or dissolve committees as needed to complete the charter of the TGB.

Section 2. Individuals who are members of the TGB and individuals who are not members of TGB may be appointed by the chairperson to serve on committees.

Section 3. Committees shall organize themselves to be effective.

Section 4. Committees shall provide feedback to the chairperson and the TGB at the Board's request.

Section 5. Committees shall meet, discuss, study and/or resolve assigned issues as needed.

ARTICLE 8. MEETINGS

Section 1. Meetings of the board shall be held at the call of the chairperson or at the request of three members. However, the TGB shall meet no less than monthly for the one-year period following the appointment of all members.

Section 2. Agenda items shall be solicited from the members in advance of an upcoming meeting.

Section 3. Notice of meetings, including date, time and location of the meeting, shall be sent electronically five (5) business days prior to the meeting date.

Section 4. An agenda, including those items requiring action, shall be provided five (5) business days prior to the meeting to board members and customers. The agenda should also include any information necessary for discussion at the upcoming meeting.

Section 5. A majority of the members of the board shall constitute a quorum.

ARTICLE 9. VOTING

Section 1. Each member has one vote. A quorum, as defined in Article 8, is required to vote on a matter and a majority vote of the quorum shall determine the outcome of the issue being voted upon.

Section 2. TGB bylaws may only be amended by a majority vote of all members.



ARTICLE 10. ADMINISTRATION

Section 1. The DAS - The chairperson, with the assistance of the Information Technology Enterprise Chief Operating Officer and others as deemed necessary, shall keep the official, current and complete books and records of the decisions, members, actions, meeting minutes, and obligations of the TGB.

Section 2. The DAS - Information Technology Enterprise Chief Operating Officer will inform customers of any TGB decision affecting rates and services within five (5) business days.

Section 3. The chairperson shall coordinate meeting notices and locations, and shall keep a record of names and addresses, including E-mail addresses, of the members of the TGB.

Section 4. Any member of the TGB may inspect all books and records for good purposes at a reasonable time and location.

ARTICLE 11. PARLIAMENTARY PROCEDURE

Section 1. Meetings should be conducted using Robert's Rules of Order (Revised).

Section 2. The chairperson may elect to use the vice chairperson as parliamentarian.